
NATIONAL CENTER FOR EDUCATION STATISTICS

Data Base Documentation for

**Public
Library
Data
FY 1995
On Disk**

U. S. Department of Education
Office of Educational Research and Improvement

NCES 98-262

**Data Base Documentation
Public Libraries Survey, FY 95**

**(available on World Wide Web at:
<http://nces.ed.gov>)**

**Federal-State Cooperative System
for Public Library Data**

**U.S. Department of Education
National Center for Education Statistics**

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I. Introduction

The Public Libraries Survey (PLS) is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). The survey collects data through the state library agencies in the 50 States and the District of Columbia on public libraries and their outlets. Identifying information only (i.e., name, address, legal basis, and type of library) is collected on library entities that provide public library services but do not meet the FSCS definition of a public library. These entities include state library agencies and their outlets, and library systems, federations, and cooperative services. The survey also collects a few items on the characteristics of the state data submission (i.e., reporting period, official state population estimate, and total unduplicated population of legal services areas). See Appendix G, item 7D in the Administration Entity Data Element Definitions, for the FSCS definition of a public library.

The reporting unit for the survey is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The administrative entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet. Some public libraries have no central outlet or have more than one central outlet. These libraries are identified in Appendix K for the fiscal year 1995 PLS.

The FY 95 PLS collected a total of 50 items for each library--38 basic items and 12 identifying items. (The basic data for a multiple-outlet library are provided to NCES as aggregate data.) The basic data include population of legal service area, number of full-time equivalent staff, outlets, library materials, operating income and expenditures, capital outlay, circulation, reference transactions, library visits, public service hours, interlibrary loans, circulation of children's materials, children's program attendance, and new items on electronic technology (i.e., expenditures for materials in electronic format, expenditures for electronic access, materials in electronic format, access to electronic services, access to Internet access, and type of Internet use). Identifying information includes the entity's name, address, telephone number, county, interlibrary relationship, type of governance, type of administrative structure, and the new item, FSCS public library.

In addition, the survey collected 12 items on each public library outlet and state library outlet. These items include type of outlet, metropolitan location, population of legal service area, and number of bookmobiles. The survey collects 11 identifying items on state library agencies, systems, federations, and cooperatives. Finally, four items were collected on characteristics of the state data submission (i.e., the starting and ending dates of the fiscal year reporting period, the official state population estimate, and the total unduplicated population of legal service areas for the state).

Five files were generated from the FY 95 PLS: 1) the Public Library Data File, including data for the universe of 8,981 public libraries identified by state library agencies; 2) the Public Library State Summary/State Characteristics File, including a) data aggregated at the state-level for the 50 states and the District of Columbia and b) state characteristics data; 3) the Public Library Outlet File, including the universe of 16,848 public library outlets (central/main, branches, bookmobiles, and books-by-mail only); 4) the Administrative Entities Only/State Library File, including data on 130 "administrative entities only" and state libraries; and 5) the State Library Outlet File, including data on 12 state library outlets.

State data coordinators appointed by the chief officers of state library agencies submitted the data to NCES using survey software known as DECPLUS. This voluntary survey was conducted by NCES in fulfillment of its legislative mission "to collect, analyze, and disseminate statistics and other information related to education in the United States...", P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec. 404(a).

II. User s Guide

A. Survey Methodology

Survey Universe

The survey universe is composed of the 8,981 public libraries in the 50 states and the District of Columbia identified by the state library agencies. Military libraries that provide public library service and libraries that serve residents of state institutions are not included. Data were not collected systematically from libraries on Native American reservations.

Survey Response

Unit Response. A total of 8,763 of the 8,981 public libraries responded to the Public Libraries Survey, a response rate of 97.6 percent. Respondents to the survey are defined as public library administrative entities for which population of legal service area was reported (by the state data coordinator) and which reported at least three of the five following items (total paid employees, total operating income, total operating expenditures, book/serial volumes, and total circulation).

Item Response. For national totals, response rates fell below 70 percent (the NCES statistical standard for data tabulation and analysis) for a few items (listed below). These items were added to the survey in FY 95, so response rates should improve in future years. These new items were not adjusted for nonresponse, so the user should exercise caution when making inferences or forming conclusions from these data. These items will be imputed in a few years, when the response rates are higher, and the data considered of good quality.

Items with total response rates below 70 percent:

| | <u>Response rate</u> |
|--|--------------------------|
| Expenditures for materials in electronic format | 50.5 |
| Expenditures for electronic access | 56.0 |
| Materials in electronic format | 56.0 |
| Internet use code | 39.5 |

For state totals, response rates fell below 70 percent for a few items (listed below). Library visits, reference transactions, circulation of children's materials, and children's program attendance were adjusted for nonresponse (see *Imputation* under the section *Caveats for Using these Data*). The remaining items are the new items added to the survey in FY 95, and, as previously indicated, they are not adjusted for nonresponse.

Items with state response rates below 70 percent:

| <u>Library visits</u> | <u>Response rate</u> | <u>Reference transactions</u> | <u>Response rate</u> |
|---------------------------|--------------------------|-----------------------------------|--------------------------|
| Florida | 61.9 | Iowa | 69.3 |
| Maine | 65.0 | Maine | 62.8 |
| Massachusetts | 46.0 | Massachusetts | 62.4 |
| Oklahoma | 0.0 | New Mexico | 66.7 |
| Oregon | 57.3 | South Dakota | 56.3 |
| Utah | 62.3 | Utah | 59.4 |
| Washington | 58.0 | Vermont | 65.5 |
| | | Washington | 65.2 |

**Circulation
of children s
materials**

| | <u>Response rate</u> |
|---------|--------------------------|
| Hawaii | 0.0 |
| Vermont | 67.5 |

**Children s
program
attendance**

| | <u>Response rate</u> |
|----------|--------------------------|
| Hawaii | 0.0 |
| Maine | 54.5 |
| Vermont | 67.5 |
| Virginia | 0.0 |

**Expenditures for
materials in
electronic format**

| | <u>Response rate</u> |
|----------------|--------------------------|
| Alaska | 25.0 |
| Arizona | 0.0 |
| California | 0.0 |
| Connecticut | 0.5 |
| Delaware | 0.0 |
| Florida | 1.0 |
| Georgia | 0.0 |
| Idaho | 0.0 |
| Illinois | 0.0 |
| Iowa | 26.0 |
| Maine | 0.0 |
| Massachusetts | 0.0 |
| Mississippi | 2.1 |
| Nebraska | 56.9 |
| Nevada | 43.5 |
| New Mexico | 0.0 |
| New York | 46.7 |
| North Carolina | 0.0 |
| Ohio | 59.6 |
| Oklahoma | 0.0 |
| Rhode Island | 0.0 |
| South Dakota | 59.8 |
| Tennessee | 0.0 |
| Texas | 0.0 |
| Virginia | 0.0 |
| Vermont | 50.5 |
| West Virginia | 68.0 |

**Expenditures
for
electronic access**

| | <u>Response rate</u> |
|----------------|--------------------------|
| Alaska | 10.7 |
| Arizona | 0.0 |
| California | 0.0 |
| Connecticut | 0.0 |
| Florida | 0.0 |
| Georgia | 0.0 |
| Idaho | 0.0 |
| Maine | 0.0 |
| Massachusetts | 0.0 |
| Mississippi | 6.4 |
| Nebraska | 68.8 |
| Nevada | 43.5 |
| New Mexico | 0.0 |
| New York | 46.4 |
| North Carolina | 0.0 |
| Ohio | 52.4 |
| Oklahoma | 0.0 |
| Oregon | 0.0 |
| Rhode Island | 0.0 |
| South Dakota | 57.1 |
| Tennessee | 0.0 |
| Texas | 0.0 |
| Virginia | 0.0 |
| Vermont | 38.5 |
| Wisconsin | 64.0 |
| West Virginia | 56.7 |

| <u>Materials in electronic format</u> | <u>Response rate</u> | <u>Internet use code</u> | <u>Response rate</u> |
|--|---------------------------------|---------------------------------|---------------------------------|
| Arizona | 0.0 | Alabama | 18.8 |
| California | 0.0 | Alaska | 41.7 |
| Connecticut | 0.0 | Arizona | 0.0 |
| Delaware | 0.0 | Arkansas | 45.7 |
| Florida | 0.0 | Connecticut | 28.2 |
| Georgia | 0.0 | Delaware | 20.0 |
| Idaho | 0.0 | Florida | 0.0 |
| Illinois | 0.0 | Hawaii | 0.0 |
| Iowa | 29.6 | Idaho | 0.0 |
| Maine | 0.0 | Illinois | 64.8 |
| Massachusetts | 0.0 | Indiana | 30.7 |
| Nevada | 47.8 | Iowa | 28.8 |
| New Jersey | 0.0 | Kansas | 45.7 |
| New Mexico | 0.0 | Kentucky | 0.0 |
| North Carolina | 0.0 | Maine | 0.0 |
| Oklahoma | 0.0 | Massachusetts | 0.0 |
| Rhode Island | 0.0 | Michigan | 60.5 |
| Tennessee | 0.0 | Minnesota | 50.8 |
| Texas | 0.0 | Missouri | 6.8 |
| Virginia | 0.0 | Mississippi | 6.4 |
| Vermont | 49.0 | Montana | 26.8 |
| | | Nebraska | 30.1 |
| | | Nevada | 0.0 |
| | | New Hampshire | 37.1 |
| | | New Jersey | 48.7 |
| | | New Mexico | 9.7 |
| | | New York | 63.4 |
| | | North Dakota | 67.1 |
| | | Oregon | 0.0 |
| | | Pennsylvania | 26.8 |
| | | Rhode Island | 0.0 |
| | | South Dakota | 6.3 |
| | | Tennessee | 21.4 |
| | | Texas | 0.0 |
| | | Utah | 29.0 |
| | | Vermont | 57.5 |
| | | Virginia | 0.0 |
| | | Washington | 63.8 |
| | | Wisconsin | 43.3 |
| | | Wyoming | 65.2 |

| <u>Internet access</u> | <u>Response rate</u> |
|-------------------------------|---------------------------------|
| Arizona | 0.0 |
| Connecticut | 52.3 |
| Florida | 0.0 |
| Idaho | 0.0 |
| Kentucky | 0.0 |
| Massachusetts | 0.0 |
| Oregon | 0.0 |
| Rhode Island | 0.0 |
| Texas | 0.0 |
| Virginia | 0.0 |

Caveats for Using these Data

Using the Data to Make Comparisons. The FY 95 data file is the first PLS data file to include imputations for nonresponding libraries, so comparisons with prior-year data should be made with caution. The District of Columbia, while not a state, is included in the survey. Special care should be used in comparing District data with state data.

Reporting Period. The FY 95 PLS requested data for state fiscal year 1995. A total of 10 different reporting periods were used by states (see table below). The reporting period for some states spanned more than a 12-month period due to different fiscal-year reporting periods of local jurisdictions. In such cases, the state provided the earliest starting date and latest ending date reported. However, in these states, each public library reported data for a 12-month period. Finally, in five states, some public libraries reported data for FY 93 or FY 94 (Maine, Michigan, Pennsylvania, Texas, and Vermont).

States by Reporting Period

| 07/94 to 06/95 | | 01/95 to 12/95 | Other |
|----------------|----|----------------|------------------------------------|
| AK | MT | AR | 01/93 to 11/95: ME |
| AZ | NC | CO | 11/93 to 09/95: MI |
| CA | NM | IN | 01/94 to 06/95: PA |
| CT | NV | KS | 01/94 to 09/95: VT |
| DE | OK | LA | 01/94 to 12/95: TX |
| GA | OR | MN | 03/94 to 12/95: NY |
| HI | RI | MO | 07/94 to 12/95: NE, NH, UT |
| IA | SC | ND | 10/94 to 09/95: AL, DC, FL, ID, MS |
| IL | TN | NJ | |
| KY | VA | OH | |
| MA | WV | SD | |
| MD | WY | WA | |
| | | WI | |

Survey Items

The definitions of survey items are provided in Appendix G. The PLS has three data items on population: 1) population of legal service area (a state-reported figure for each public library), 2) total unduplicated population of legal service areas (a single, state-reported figure), and 3) official state total population estimate (a single, state-reported figure). The total population of legal service area for all public libraries may, in some cases, exceed the total unduplicated population of legal service areas or the official state total population estimate. This is because geographically adjacent libraries may serve, and therefore count, the same population. For example, a county library and a city library within the county may both receive income from the same city, so both may serve and count the same population. Thus, in states with "overlapping" population of legal service areas, the total population of legal service area exceeds the total unduplicated population of legal service areas. A total of 28 states had "overlapping" service areas in FY 1995 (Appendix J). Although West Virginia's total population of legal service area exceeds the total unduplicated population of legal service areas, the state does not have overlapping service areas. The state reports the population of legal service area for Old Charles Town Library but excludes the population from its unduplicated total because the library does not receive state aid.

In order to do meaningful analysis using population of legal service area data (for example, the number of books/serial volumes per capita), the population data in states with overlapping populations were adjusted: the unduplicated population of a legal service area was calculated for each library by prorating the library's reported population of legal service area to the total population of legal service areas for the state, and applying the ratio to the state's total unduplicated population of legal service areas. This derived variable is POPU_UNDUP on the file.

Survey Processing

The Public Libraries Survey, FY 1995 was mailed to the states in late-May, 1996 and had a due date of July 31, 1996. States reported their data using personal computer software provided by NCES known as DECPLUS (Data Entry Conversion, Public Library Universe System). DECPLUS permits direct data entry or the import of data from machine-readable files (e.g., Lotus 1-2-3, dBASE, or ASCII). Data reported on this survey are usually only part of the data most states collect from their local public libraries.

DECPLUS performs on-screen edits during the import or data entry process. These edits enable the respondent to review questionable data and correct any inaccuracies immediately. DECPLUS also generates an error/warning report of data falling outside "acceptable ranges" for further review and revision, if appropriate, and several tables of state- or library-level data. DECPLUS is also used by NCES to merge the state files, perform additional edits, and generate the final data base.

Editing

State level. The DECPLUS software has an edit program that generates on-screen error warnings during the data entry/import process, enabling the respondent to review their data and correct many errors immediately. Following data entry/import, the respondent generated an on-screen or printed error report of data falling outside established limits, for additional review and possible revision of their data before submission of the final the final file to NCES. Four types of edit checks are performed (see Appendix I for the DECPLUS edit checks):

1. Relational edit checks. A data consistency check between related data elements. For example, an error message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. Out-of-range edit checks. A comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an error message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within $\pm 5,000$ or $\pm 25\%$ to -10% of last year's value for Total Circulation.
3. Arithmetic edit checks. An arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).
4. Blank/zero/invalid edit checks. A check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank.

Respondents also used DECPLUS to generate state summary tables of their data, corresponding to the tables in this report, and single-library tables, showing data for individual public libraries. States were encouraged to review the tables for data quality problems before submitting their final data to NCES. States submitted their final data with a signed form from the Chief Officer of the State Library Agency, certifying the accuracy of their data.

National level. NCES and the U. S. Bureau of the Census (the data collection agent for the survey) reviewed and edited the data, working directly with State Data Coordinators and the FSCS Steering Committee. State data submissions were reviewed upon receipt for completeness, and states were immediately contacted to resolve any

problems such as missing files. Nonresponse follow-up was conducted shortly after the survey due date. The last state submission was received in mid-March, 1997. After data were received from all 50 states and the District of Columbia, the preliminary data file, edit reports, and E.D. TABS tables for the publication *Public Libraries in the United States: 1995* were reviewed by NCES, Census, and the FSCS Steering Committee for questionable data. The review findings were mailed to the States in April 1997, along with a copy of their state data in the E.D. TABS format. The States reviewed these findings and submitted revised data, if appropriate. The last data correction was submitted in May 1997.

Imputation

The FY 95 Public Libraries Survey data file is the first public library data file to include imputations for nonresponding libraries. The imputation methodology was developed for NCES by the Census Bureau. Annual public service hours were not imputed, due to an oversight, and will be imputed in FY 96. The survey items on electronic technology, added in FY 95, will not be imputed until the data are more fully reported and considered of good quality.

The following imputation methods were used. (More detailed information on imputation strategies is available upon request).

- Method 1 (mean growth rate) is used for audio, bookmobiles, book/serial volumes, branches, centrals, librarians, ALA-MLS librarians, other operating expenditures, reference transactions, salaries, subscriptions, total circulation, total staff expenditures, total collection expenditures, total paid employees, total operating expenditures, and library visits.

Method 1 involves pulling forward the prior year data and applying a growth rate to it, using the mean of the growth rates in the imputation cell (OBE region code/population stratifications were used to determine imputation cells). If no prior-year data existed, the [current-year] cell mean of the reported values in the cell was used, adjusted for size by taking the ratio of the library's population to the cell mean of the populations (for all variables other than library visits). For library visits, the ratio of total library visits to total population for the respondents in a cell was used, and this ratio was multiplied by the nonrespondent's population value to get the nonrespondent's imputed library visits. Because library visits is highly correlated with population this procedure produced better results than using the cell mean of reported library visits. Children's program attendance and circulation of children's materials were imputed after total library visits and total circulation. These were imputed similar to library visits—a ratio of children's program attendance to total library visits, and a ratio of children's circulation to total circulation, were used.

Expenditures items for nonrespondents were imputed as follows:

- Method 1 was used to impute total collection expenditures, salaries, total staff expenditures, total paid employees, librarians, and other operating expenditures.
- Benefits were derived by subtracting salaries from total staff expenditures.
- Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures.
- Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, and other operating expenditures and capital outlay) and subtracting total operating expenditures in order to get capital outlay. An alternative method for capital outlay is the cell mean. If the derived capital outlay had a negative value, it was changed to zero,

total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staffing, and other operating expenditures were raked to total operating expenditures.

- Method 2 (hot-deck growth rate) was used for income variables. The second method is very similar to the first method. The prior year data were pulled forward, and the growth rate was calculated by hot-decking the growth rate of the next respondent in the cell (when the units are arranged in decreasing population order). For those units not having prior year data, the mean of the reported values in the cell was used. The data were first sorted by population in descending order and the next smallest record was selected as the donor. If the donor did not have a growth rate for a variable due to missing prior year data, the nonrespondent's prior year data were used as the imputed value if available (i.e., the growth rate was assumed to be 1.0).

Income items were imputed for nonrespondents as follows:

- Method 2 was used to impute total income, federal government, state government, and local government.
 - Other income was derived by subtracting federal, state, and local government income from total income. If the derived other income was a negative value, other income was changed to zero, and federal, state, and local income were raked to total income.
- Method 3 (cell mean) was used for videos and interlibrary loans.

Additional imputation strategies:

- Other paid employees were obtained by subtraction of librarians from total paid employees.
- The number of librarians with a masters degree will not exceed the number of librarians. (If it is greater, the number of masters will be changed to match the number of librarians.)
- Children's attendance will be less than total library visits.
- Children's circulation will be less than total circulation.

B. Guidelines for Processing Public Libraries Survey Data

General Information on the Survey

The Public Libraries Survey collects data on an electronic form called DECPLUS. At survey mailout, all numeric data cells are initialized with "-2". States cannot save their survey files for transmission to NCES if -2's remain in any data cells. On the final survey files, data fields that are blank and data fields that contain "-1" indicate item nonresponse. A zero (0) response indicates the library, outlet, or other administrative entity had none of the item.

The five survey files (listed below) are in standard dBASE format. The files contain final edited data for the 50 states and the District of Columbia. To process and/or view the data the files can be imported into the application software of your choice.

- 1) **Public Library Data File, FY 1995 (PUBLIB95.DBF).** Consists of data for individual public libraries in the 50 states and the District of Columbia. The public library records are divided into 14 parts, each corresponding to a part of the DECPLUS data entry screen and the record layout: Identification, Population, Service Outlets, FTE Staff, Operating Income, Operating Expenditures, Capital Outlay, Library Collection, Public Service

Hours Per Year, Services Per Typical Year, Circulation, Interlibrary loans, Children's (circulation and program attendance), and Electronic Technology.

- 2) **Public Library Outlet File, FY 1995 (PLOUT95.DBF).** Consists of identifying information and a few basic data items on public library service outlets (centrals/main, branches, bookmobiles, and books-by-mail only) in the 50 states and the District of Columbia.
- 3) **Public Library State Summary/State Characteristics File, FY 1995 (SUMCHR95.DBF).** Contains two parts:
 - a) state summary data. These data were created by summing the individual data fields from the PUBLIB95.DBF file for each state and storing the sum(s) in the appropriate field(s) in the record; and
 - b) “state characteristics” data. These are state-level data, including the fiscal year reporting period, official state population estimate, and total unduplicated population of legal service areas.
- 4) **Administrative Entities Only/State Library File, FY 1995 (PLAOSL95.DBF).** Consists of identifying information on some state library agencies and administrative entities only (not all states reported all such entities).
- 5) **State Library Outlet File, FY 1995 (SLOUT95.DBF).** Consists of identifying information and a few basic data items on state library outlets.

Appendix A Record Layout for Public Library Data File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|---|
| LIBID | 20 | 001-020 | A | Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code. |
| LIBNAME | 45 | 021-065 | A | Name of library |
| ADDRESS | 35 | 066-100 | A | Street address of library |
| CITY | 17 | 101-117 | A | City or town of library |
| ZIP1 | 05 | 118-122 | A | Standard five-digit postal zip code for street address of administrative entity |
| ZIP2 | 04 | 123-126 | A | Four-digit postal zip code extension for street address of administrative entity |
| PHONE | 10 | 127-136 | A | Telephone number, in following format: area code/exchange/number (for example, 7037315072) |
| POPU | 09 | 137-145 | N | Population of the Legal Service Area |
| CENTLIB | 03 | 146-148 | N | SERVICE OUTLETS Number of central libraries |
| BRANLIB | 03 | 149-151 | N | Number of branch libraries |
| BKMOB | 03 | 152-154 | N | Number of bookmobiles |
| MASTER | 09 | 155-163 | N | FULL-TIME EQUIVALENT (FTE) PAID STAFF Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. |
| LIBRARIAN | 09 | 164-172 | N | Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point. |
| OTHPAID | 10 | 173-182 | N | All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point. |
| TOTPEMP | 10 | 183-192 | N | Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point. |
| LOCGVT | 09 | 193-201 | N | OPERATING INCOME Operating income from local government |
| STGVT | 09 | 202-210 | N | Operating income from state government |
| FEDGVT | 09 | 211-219 | N | Operating income from federal government |
| OTHINCM | 09 | 220-228 | N | Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT) |
| TOTINCM | 10 | 229-238 | N | Total income (includes LOCGVT, STGVT, FEDGVT, AND OTHINCM) |

Appendix A Record Layout for Public Library Data File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|------------------------------------|--------------|-----------------|-----------|--|
| OPERATING EXPENDITURES | | | | |
| SALARIES | 09 | 239-247 | N | Salaries and wages for all library staff |
| BENEFIT | 09 | 248-256 | N | Employee benefits for all library staff |
| TOTEXP | 09 | 257-265 | N | Total staff expenditures (includes SALARIES and BENEFIT) |
| TOTEXPCOL | 09 | 266-274 | N | Total expenditures on library collection |
| OTHOPEXP | 09 | 275-283 | N | Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL) |
| TOTOPEXP1 | 10 | 284-293 | N | Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP) |
| CAPITAL OUTLAY EXPENDITURES | | | | |
| CAPITAL | 09 | 294-302 | N | Expenditures for capital outlay |
| LIBRARY COLLECTION | | | | |
| BKVOL | 09 | 303-311 | N | Number of books and serial volumes |
| AUDIO | 09 | 312-320 | N | Number of audio materials |
| VIDEO | 09 | 321-329 | N | Number of video materials |
| SUBSCRIPT | 09 | 330-338 | N | Number of current serial subscriptions |
| PUBLIC SERVICE HOURS | | | | |
| DUPLI | 08 | 339-346 | N | Total annual public service hours for all outlets of the public library |
| LIBRARY SERVICES | | | | |
| ATTEND | 09 | 347-355 | N | Total annual library visits |
| REFERENCE | 09 | 356-364 | N | Total annual reference transactions |
| CIRCULATION | | | | |
| TOTCIR | 09 | 365-373 | N | Total annual circulation transactions |
| INTER-LIBRARY LOANS | | | | |
| LOANTO | 06 | 374-379 | N | Total annual loans provided to other libraries |
| LOANFM | 06 | 380-385 | N | Total annual loans received from other libraries |
| CHILDREN'S SERVICES | | | | |
| KIDCIRCL | 09 | 386-394 | N | Total annual circulation (including renewals) of all children's materials in all formats to all users |
| KIDATTEND | 09 | 395-403 | N | Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children |

Appendix A Record Layout for Public Library Data File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|---|
| C_RELATN | 02 | 404-405 | A | Interlibrary Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service |
| C_LEGBASE | 02 | 406-407 | A | Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other |
| C_ADMIN | 02 | 408-409 | A | Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Single Outlet Administrative Entity |
| CNTY | 17 | 410-426 | A | County of library |
| C_FSCS | 01 | 427-427 | A | FSCS Public Library Definition (public library meets all the criteria) Y - Yes N - No |
| ELMATEXP | 09 | 428-436 | N | ELECTRONIC TECHNOLOGY Operating expenditures for library materials in electronic format |
| ELACCEXP | 09 | 437-445 | N | Operating expenditures for electronic access |
| ELMATS | 09 | 446-454 | N | Number of library materials in electronic format |
| ELSVACC | 01 | 455-455 | A | Library access to electronic services Y - Yes N - No |
| INETACC | 01 | 456-456 | A | Library access to the Internet Y - Yes N - No |

Appendix A Record Layout for Public Library Data File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|--|
| INETUSE | 02 | 457-458 | A | Internet Use Code ST - Library staff only PI - Patrons through a staff intermediary only PE - Patrons either directly or through a staff intermediary |
| POPU_UNDUP | 09 | 459-467 | N | Unduplicated population of the legal service area for the library. NCES calculated this value by prorating the library's population of legal service area to the state's total population of legal service areas, and applying the ratio to the state's UNDUPLICATED population of legal service areas. |
| FSCSKEY | 06 | 468-473 | A | Library identification code assigned by NCES |
| STABR | 02 | 474-475 | A | Post Office state abbreviation code. See Appendix H for list of Post Office State Codes. |
| PUB_FIPS | 02 | 476-477 | A | Two-digit FIPS Code. See Appendix H for list of FIPS Codes. |
| YR | 02 | 478-479 | A | FSCS submission year of public library data |
| OBEREG | 02 | 480-481 | A | OBE Region Code. 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI |
| RSTATUS | 01 | 482-482 | A | 1 = Respondent, with no imputed data 2 = Respondent, with both reported and imputed data 3 = Nonrespondent, not imputed 4 = Nonrespondent with imputed data |
| IMP1 | 02 | 483-484 | A | Item imputation flags (see appendix K) for: CENTLIB BRANLIB BKMOB MASTER LIBRARIAN OTHPAID TOTPEMP LOCGBT STGVT FEDGVT OTHINCM TOTINCM SALARIES |
| IMP2 | 02 | 485-486 | A | |
| IMP3 | 02 | 487-488 | A | |
| IMP4 | 02 | 489-490 | A | |
| IMP5 | 02 | 491-492 | A | |
| IMP6 | 02 | 493-494 | A | |
| IMP7 | 02 | 495-496 | A | |
| IMP8 | 02 | 497-498 | A | |
| IMP9 | 02 | 499-500 | A | |
| IMP10 | 02 | 501-502 | A | |
| IMP11 | 02 | 503-504 | A | |
| IMP12 | 02 | 505-506 | A | |
| IMP13 | 02 | 507-508 | A | |

Appendix A Record Layout for Public Library Data File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|-------------|
| IMP14 | 02 | 509-510 | A | BENEFIT |
| IMP15 | 02 | 511-512 | A | TOTEXP |
| IMP16 | 02 | 513-514 | A | TOTEXPCOL |
| IMP17 | 02 | 515-516 | A | OTHOPEXP |
| IMP18 | 02 | 517-518 | A | TOTOPEXP1 |
| IMP19 | 02 | 519-520 | A | CAPITAL |
| IMP20 | 02 | 521-522 | A | BKVOL |
| IMP21 | 02 | 523-524 | A | AUDIO |
| IMP22 | 02 | 525-526 | A | VIDEO |
| IMP23 | 02 | 527-528 | A | SUBSCRIPT |
| FILLER | 02 | 529-530 | | Blank |
| IMP25 | 02 | 531-532 | A | ATTEND |
| IMP26 | 02 | 533-534 | A | REFERENCE |
| IMP27 | 02 | 535-536 | A | TOTCIR |
| IMP28 | 02 | 537-538 | A | LOANTO |
| IMP29 | 02 | 539-540 | A | LOANFM |
| IMP30 | 02 | 541-542 | A | KIDCIRCL |
| IMP31 | 02 | 543-544 | A | KIDATTEND |

1. The Public Library Data File (PUBLIB95.DBF) was generated from the Administrative Entity File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix B Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|---|
| POPU | 11 | 001-011 | N | Population of the Legal Service Areas |
| CENTLIB | 05 | 012-016 | N | SERVICE OUTLETS Number of central libraries |
| BRANLIB | 05 | 017-021 | N | Number of branch libraries |
| BKMOB | 05 | 022-026 | N | Number of bookmobiles |
| MASTER | 11 | 027-037 | N | FULL-TIME EQUIVALENT (FTE) PAID STAFF Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. |
| LIBRARIAN | 11 | 038-048 | N | Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point. |
| OTHPAID | 12 | 049-060 | N | All other paid FTE employees. This field consists of 7 integers and 2 decimals with an explicit decimal point. |
| TOTPEMP | 12 | 061-072 | N | Total paid FTE employees. This field consists of 7 integers and 2 decimals with an explicit decimal point. |
| LOCGVT | 11 | 073-083 | N | OPERATING INCOME Operating income from local government |
| STGVT | 11 | 084-094 | N | Operating income from state government |
| FEDGVT | 11 | 095-105 | N | Operating income from federal government |
| OTHINCM | 11 | 106-116 | N | Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT) |
| TOTINCM | 12 | 117-128 | N | Total income (includes LOCGVT, STGVT, FEDGVT, and OTHINCM) |
| SALARIES | 11 | 129-139 | N | OPERATING EXPENDITURES Salaries and wages for all library staff |
| BENEFIT | 11 | 140-150 | N | Employee benefits for all library staff |
| TOTEXP | 11 | 151-161 | N | Total staff expenditures (includes SALARIES and BENEFIT) |
| TOTEXPCOL | 11 | 162-172 | N | Total expenditures on library collection |
| OTHOPEXP | 11 | 173-183 | N | Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL) |
| TOTOPEXP1 | 12 | 184-195 | N | Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP) |

Appendix B Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|--|
| CAPITAL | 11 | 196-206 | N | CAPITAL OUTLAY EXPENDITURES Expenditures for capital outlay |
| BKVOL | 11 | 207-217 | N | LIBRARY COLLECTION Number of books and serial volumes |
| AUDIO | 11 | 218-228 | N | Number of audio materials |
| VIDEO | 11 | 229-239 | N | Number of video materials |
| SUBSCRIPT | 11 | 240-250 | N | Number of current serial subscriptions |
| DUPLI | 10 | 251-260 | N | PUBLIC SERVICE HOURS Total annual public service hours for all outlets of the public library |
| ATTEND | 11 | 261-271 | N | LIBRARY SERVICES Total annual library visits |
| REFERENCE | 11 | 272-282 | N | Total annual reference transactions |
| TOTCIR | 11 | 283-293 | N | CIRCULATION Total annual circulation transactions |
| LOANTO | 08 | 294-301 | N | INTER-LIBRARY LOANS Total annual loans provided to other libraries |
| LOANFM | 08 | 302-309 | N | Total annual loans received from other libraries |
| KIDCIRCL | 09 | 310-318 | N | CHILDREN'S SERVICES Total annual circulation (including renewals) of all children's materials in all formats to all users |
| KIDATTEND | 09 | 319-327 | N | Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children |
| ELMATEXP | 11 | 328-338 | N | ELECTRONIC TECHNOLOGY Operating expenditures for library materials in electronic format |
| ELACCEXP | 11 | 339-349 | N | Operating expenditures for electronic access |
| ELMATS | 11 | 350-360 | N | Number of library materials in electronic format |
| PERIOD_POP | 10 | 361-370 | N | Total unduplicated population of legal service areas Note: This is a state-reported figure (data item 5A on the State Characteristics data entry screen). |
| PERIOD_EST | 10 | 371-380 | N | Official state total population estimate |

Appendix B Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|--|
| PERIOD_PSM | 05 | 381-385 | A | Reporting period starting date, in following format: month/year (for example, 07/94) |
| PERIOD_PEM | 05 | 386-390 | A | Reporting period ending date, in following format: month/year (for example, 06/95) |
| STABR | 02 | 391-392 | A | Two-character Post Office State Code. See Appendix H for list of Post Office State Codes. |
| PUB_FIPS | 02 | 393-394 | A | Two-digit FIPS Code. See Appendix H for list of FIPS Codes. |
| YR | 02 | 395-396 | A | FSCS submission year of public library data |
| OBEREG | 02 | 397-398 | A | OBE Region Code. 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI |
| | | | | Item imputation flags for: 0 = All detail comprising total is reported data 1 = Some detail comprising total is imputed data 2 = All detail comprising total is imputed data |
| IMP1 | 02 | 399-400 | A | CENTLIB |
| IMP2 | 02 | 401-402 | A | BRANLIB |
| IMP3 | 02 | 403-404 | A | BKMOB |
| IMP4 | 02 | 405-406 | A | MASTER |
| IMP5 | 02 | 407-408 | A | LIBRARIAN |
| IMP6 | 02 | 409-410 | A | OTHPAID |
| IMP7 | 02 | 411-412 | A | TOTPEMP |
| IMP8 | 02 | 413-414 | A | LOCGVT |
| IMP9 | 02 | 415-416 | A | STGVT |
| IMP10 | 02 | 417-418 | A | FEDGVT |
| IMP11 | 02 | 419-420 | A | OTHINCM |
| IMP12 | 02 | 421-422 | A | TOTINCM |
| IMP13 | 02 | 423-424 | A | SALARIES |
| IMP14 | 02 | 425-426 | A | BENEFIT |
| IMP15 | 02 | 427-428 | A | TOTEXP |
| IMP16 | 02 | 429-430 | A | TOTEXPCOL |
| IMP17 | 02 | 431-432 | A | OTHOPEXP |
| IMP18 | 02 | 433-434 | A | TOTOPEXP1 |
| IMP19 | 02 | 435-436 | A | CAPITAL |

Appendix B Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|-------------|
| IMP20 | 02 | 437-438 | A | BKVOL |
| IMP21 | 02 | 439-440 | A | AUDIO |
| IMP22 | 02 | 441-442 | A | VIDEO |
| IMP23 | 02 | 443-444 | A | SUBSCRIPT |
| FILLER | 02 | 445-446 | | Blank |
| IMP25 | 02 | 447-448 | A | ATTEND |
| IMP26 | 02 | 449-450 | A | REFERENCE |
| IMP27 | 02 | 451-452 | A | TOTCIR |
| IMP28 | 02 | 453-454 | A | LOANTO |
| IMP29 | 02 | 455-456 | A | LOANFM |
| IMP30 | 02 | 457-458 | A | KIDCIRCL |
| IMP31 | 02 | 459-460 | A | KIDATTEND |

NOTES:

1. The Public Library State Summary/State Characteristics File (SUMCHR95.DBF) is generated from the Administrative Entity File and State Characteristics File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix C Record Layout for Public Library Outlet File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|---|
| K_DECTOP | 06 | 001-006 | A | Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ (see positions 167-169). Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File. |
| LIB_CODE | 20 | 007-026 | A | Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code. |
| LIB_NAME | 45 | 027-071 | A | Name of outlet |
| LIB_ADDR | 35 | 072-106 | A | Complete street address of outlet |
| LIB_CITY | 17 | 107-123 | A | City or town of outlet |
| LIB_ZIP | 05 | 124-128 | A | Standard five-digit postal zip code for street address of outlet |
| LIB_ZIP4 | 04 | 129-132 | A | Four-digit postal zip code extension for street address of outlet |
| LIB_PHONE | 10 | 133-142 | A | Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072) |
| LIB_CNTY | 17 | 143-159 | A | County of outlet |
| C_OUT_TYP | 02 | 160-161 | A | Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only |
| C_MSA | 02 | 162-163 | A | Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area UK - Unknown |
| C_SER_POP | 01 | 164-164 | A | Population of the Legal Service Area by Outlet A - 1-999 B - 1,000-2,499 C - 2,500-4,999 D - 5,000-9,999 E - 10,000-24,999 F - 25,000-49,999 G - 50,000-99,999 H - 100,000-249,999 I - 250,000-499,999 J - 500,000 or more U - Unknown |

Appendix C Record Layout for Public Library Outlet File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|---|
| LIB_NUM_BM | 02 | 165-166 | N | Number of bookmobiles in the bookmobile outlet record (record with C_OUT_TYP = BS, in positions 160-161.) |
| K_SEQ | 03 | 167-169 | A | Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES (see positions 001-006). |
| STABR | 02 | 170-171 | A | Two-character Post Office State Code for the outlet. See Appendix H for list of Post Office State Codes. |
| PUB_FIPS | 02 | 172-173 | A | Two-digit FIPS Code. See Appendix H for list of FIPS Codes. |
| YR | 02 | 174-175 | A | FSCS submission year of public library data |

NOTES:

1. The Public Library Outlet File (PLOUT95.DBF) was generated from the Outlet File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
N = numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix D Record Layout for Administrative Entities Only/State Library File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|---|
| LIBID | 20 | 001-020 | A | Administrative Entity Only/State Library identification code assigned by the state. NCES assigns the FSCSKEY to this field (see positions 160-165) if the state does not assign a code. |
| LIBNAME | 45 | 021-065 | A | Name of library |
| ADDRESS | 35 | 066-100 | A | Street address of library |
| CITY | 17 | 101-117 | A | City or town of library |
| ZIP1 | 05 | 118-122 | A | Standard five-digit postal zip code for the street address of administrative entity |
| ZIP2 | 04 | 123-126 | A | Four-digit postal zip code extension for the street address of administrative entity |
| PHONE | 10 | 127-136 | A | Telephone number, in following format: area code/exchange/number (for example, 7037315072) |
| C_RELATN | 02 | 137-138 | A | Library System Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service |
| C_LEGBASE | 02 | 139-140 | A | Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other |
| C_ADMIN | 02 | 141-142 | A | Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Administrative Entity with a single direct service outlet |
| CNTY | 17 | 143-159 | A | County of library |
| C_FSCS | 01 | 160-160 | A | FSCS Public Library Definition (public library meets all the criteria) Y - Yes N - No |

Appendix D Record Layout for Administrative Entities Only/State Library File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|---|
| FSCSKEY | 06 | 161-166 | A | Identification code assigned by NCES |
| STABR | 02 | 167-168 | A | Post Office state abbreviation code. See Appendix H for list of State Codes |
| PUB_FIPS | 02 | 169-170 | A | Two-digit FIPS Code. See Appendix H for list of FIPS Codes. |
| YR | 02 | 171-172 | A | FSCS submission year of public library data |

NOTES:

1. The Administrative Entities Only\State Library File (PLAOSL95.DBF) was generated from the Administrative Entity File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix E Record Layout for State Library Outlet File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|--|
| K_DECTOP | 06 | 001-006 | A | Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ (see positions 167-169). Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/State Library File. |
| LIB_CODE | 20 | 007-026 | A | Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code. |
| LIB_NAME | 45 | 027-071 | A | Name of outlet |
| LIB_ADDR | 35 | 072-106 | A | Complete street address of outlet |
| LIB_CITY | 17 | 107-123 | A | City or town of outlet |
| LIB_ZIP | 05 | 124-128 | A | Standard five-digit postal zip code for street address of outlet |
| LIB_ZIP4 | 04 | 129-132 | A | Four-digit postal zip code extension for street address of outlet |
| LIB_PHONE | 10 | 133-142 | A | Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072) |
| LIB_CNTY | 17 | 143-159 | A | County of outlet |
| C_OUT_TYP | 02 | 160-161 | A | Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only |
| C_MSA | 02 | 162-163 | A | Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area |
| C_SER_POP | 01 | 164 | A | Population of the Legal Service Area by Outlet A - 1 - 999 B - 1,000 - 2,499 C - 2,500 - 4,999 D - 5,000 - 9,999 E - 10,000 - 24,999 F - 25,000 - 49,999 G - 50,000 - 99,999 H - 100,000 - 249,999 I - 250,000 - 499,999 J - 500,000 or more U - Unknown |

Appendix E Record Layout for State Library Outlet File, Fiscal Year 1995

See notes at end of record layout.

| Variable name | Field length | Record position | Data type | Description |
|---------------|--------------|-----------------|-----------|--|
| LIB_NUM_BM | 02 | 165-166 | N | Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP in positions 160-161.) |
| K_SEQ | 03 | 167-169 | A | Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES see positions 001-006). |
| STABR | 02 | 170-171 | A | Two-character Post Office State Code for the outlet. See Appendix D for list of Post Office State Codes. |
| PUB_FIPS | 02 | 172-173 | A | Two-digit FIPS Code. See Appendix D for list of FIPS Codes. |
| YR | 02 | 174-175 | A | FSCS submission year of public library data |

1. The State Library Outlet File (SLOUT95.DBF) is generated from the Outlet File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix F State Characteristics Data Entry Screen and Administrative Entity Data Entry Screen (p. 1)

```
STATE CHARACTERISTICS DATA ENTRY SCREEN
```

| | |
|----|---|
| 01 | WYOMING STATE CHARACTERISTICS |
| 02 | FOR FSCS SUBMISSION YEAR 1996 |
| 03 | Reporting Period Starting Date (MM/YY): /- 2 |
| 04 | Reporting Period Ending Date (MM/YY): /- 2 |
| 05 | Official State Total |
| | Population Estimate: - 2 |
| 5A | Total Unduplicated Population |
| | of Legal Service Areas: - 2 |

<F1> Help

```

VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+
----- IDENTIFICATION -----
01 LIB ID: 002                                1A FSCS ID:WY0001                [FY95]
02 Name: ALBANY COUNTY LIBRARY SYSTEM
03 Address:310 SOUTH 8TH ST                    04 City:LARAMIE
4A County:ALBANY COUNTY                        05 Zip1:82070    06 Zip2:3969
07 Phone: (307) 721-2580
7A Interlibrary Relationship: NO                +----- FTE STAFF -----
7B Legal Basis: CO
7C Administrative Structure: MO                13 ALA-MLS: -2.00
7D FSCS Public Library:                        14 Total Librarians: -2.00
----- POPULATION -----                    15 All Other Paid Staff: -2.00
08 Population of the Legal                     16 Total Paid Employees: -2.00
    Service Area: -2
----- SERVICE OUTLETS -----
09 Number of Centrals: -2                    17 Local Government -2
10 Number of Branches: -2                    18 State Government: -2
11 Number of Bookmobiles: -2                 19 Federal Government: -2
12 Number of Books-by-Mail Only: 0            20 Other Income: -2
    (Display Only)                            21 Total Income: -2
-----
<Esc> Exit    <F5> Save Record    <F7> Errors
<F1> Help     <F3> List Outlets   <F9> Prev Record    <F10> Next Record

```

Administrative Entity Data Entry Screens (pp. 2 and 3)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 2 --+
|LIB ID#: 002 FSCS ID#: WY0001 NAME: ALBANY COUNTY LIBRARY SYSTEM|
|                                     [FY95]|
|----- OPERATING EXPENDITURES ----- PUBLIC SERVICE HOURS PER YEAR -----|
|22 Salary & Wages Exp: -2| 35 Public Service Hrs/Yr: -2|
|23 Employee Benefits: -2|
|24 Total Staff Exp: -2|
|25 Collection Exp: -2|----- SERVICES PER TYPICAL YEAR -----|
|26 Other Operating Exp: -2| 36 Library Visits: -2|
|27 Total Operating Exp: -2| 38 Reference Transactions: -2|
|----- CAPITAL OUTLAY -----|
|28 Capital Outlay: -2|----- CIRCULATION -----|
| 39 Total Circulation: -2|
|----- LIBRARY COLLECTION -----|
|29 Book/Serial Volumes: -2|----- INTER-LIBRARY LOANS -----|
|30 Audio: -2| 40 Provided To: -2|
|32 Video: -2| 41 Received From: -2|
|33 Subscriptions: -2|----- CHILDREN'S -----|
| 42 Children's Circulation: -2|
| 43 Children's Program Attend: -2|
|-----|
|<Esc> Exit <F5> Save Record <F7> Errors|
|<F1> Help <F3> List Outlets <F9> Prev Record <F10> Next Record|

```

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 3 --+
|LIB ID#: 002 FSCS ID#: WY0001 NAME: ALBANY COUNTY LIBRARY SYSTEM|
|                                     [FY95]|
|----- ELECTRONIC TECHNOLOGY -----|
|----- OPERATING EXPENDITURES -----|
|44 Materials in Electronic|
|   Format Exp: -2|
|   (also include in #25)|
|45 Electronic Access Exp: -2|
|   (also include in #26)|
|----- LIBRARY COLLECTION -----|
|46 Materials in Electronic|
|   Format: -2|
|----- ACCESS AND USE -----|
|47 Electronic Services Access|
|   (exclude Internet):|
|48 Internet Access:|
|49 Internet Use Code:|
|-----|
|<Esc> Exit <F5> Save Record <F7> Errors|
|<F1> Help <F3> List Outlets <F9> Prev Record <F10> Next Record|

```

Outlet Data Entry Screen (p. 1)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 --+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [FY95]|
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM|
|03 Address:3310 SOUTH 8TH ST          04 City:LARAMIE|
|4A County:ALBANY COUNTY              05 Zip1:82070    06 Zip2:3969|
|07 Phone:  (307) 745-3365|
|7A Interlibrary Relationship: NO      +----- FTE STAFF -----|
|7B Legal Basis:          CO          |
|7C Administrative Structure: MO      | 13 ALA-MLS:          -2.00|
|--[ VIEW/UPDATE DATA ENTRY SCREEN - OUTLET ]-----+0
|
|08| 01 Lib ID: WY0001-007          1A FSCS ID:  WY0001-007      |0
|   | 02 Name:  SENTENNIAL LIBRARY BRANCH|
|   | 03 Address:(NO STREET ADDRESS)|
|--| 04 City:  CENTENNIAL          05 County:ALBANY|
|   | 06 Zip1:82055  07 Zip2:9998    08 Phone: (307) 000-0000    |2
|09| 09 Outlet Type Code:BR          10 Metropolitan Status Code:NO|2
|10| 11 Population of the Legal      12 Number of Bookmobiles: 0   |2
|11|    Service Area by Outlet:A|
|12+-----+2
|   (Display Only)          |
+-----+
<Esc> Exit  <Alt-R> Replicate Administrative Entity
<F1> Help  <F3> List Outlets  <F5> Save  <F9> Prev Record  <F10> Next Record

```

Appendix G Data Element Definitions:

State Characteristics Data Element Definitions. These items below are answered by the state library agency.

| # | <u>Data Element Name</u> | <u>Data Element Definitions and Notes</u> |
|----|--|---|
| 01 | State (Automatic Display) | <p>Definition: This is the standard two-letter state abbreviation automatically assigned by DECPLUS.</p> <p>Note: See Appendix I.</p> |
| 02 | FSCS Submission Year (Automatic Display) | <p>Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by DECPLUS.</p> |
| 03 | Reporting Period Starting Date | <p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p> |
| 04 | Reporting Period Ending Date | <p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p> |
| 05 | Official State Total Population Estimate | <p>Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p> |
| 5A | Total Unduplicated Population of Legal Service Areas | <p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p> |

Note: Some of the data element names that appear on the screens are abbreviated versions of the FSCS data element names.

Administrative Entity Data Element Definitions

DECPLUS Non Data Element Definition

ADMINISTRATIVE ENTITY

Definition: This is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The Administrative Entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet.

| # | Data Element Name | Data Element Definitions and Notes |
|-----|--------------------------------|---|
| 01 | LIB ID (Optional) | Definition: This is the state-assigned identification code for the administrative entity. |
| 1A | FSCS ID (Automatic Display) | Definition: This is the identification code assigned by NCES to the administrative entity. |
| 02 | Name | <p>Definition: This is the legal name of the administrative entity.</p> <p>Note: Provide the name of the public library. If the administrative entity is a state library agency or a system, federation, or cooperative service, provide its name.</p> |
| 03 | Street Address | <p>Definition: This is the complete street address of the administrative entity.</p> <p>Note: Do not report a post office box or general delivery.</p> |
| 04 | City | Definition: This is the city or town in which the administrative entity is located. |
| 4A | County of the Entity | Definition: This is the county in which the administrative entity is located. |
| 05 | Zip1 | Definition: This is the standard five-digit postal zip code for the street address of the administrative entity. |
| 06 | Zip2 | Definition: This is the four-digit postal zip code extension for the street address of the administrative entity. |
| 07 | Phone | <p>Definition: This is the telephone number of the administrative entity, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p> |
| 07A | Interlibrary Relationship Code | <p>Select one of the following:</p> <p>HQ — Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.)</p> <p>ME — Member of a System, Federation, or Cooperative Service, but not the headquarters.</p> <p>NO — Not a Member of a System, Federation, or Cooperative Service.</p> <p>HQ — Headquarters of a System, Federation, or Cooperative Service</p> |

Definition: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service.

ME — Member of a System, Federation, or Cooperative Service

Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services.

7B Legal Basis Code

Definition: The legal basis is the type of local government structure within which the entity functions.

Note: For combined libraries (i.e., combined school/public libraries or academic/public libraries) use the specific SP or AP codes instead of the other legal basis codes.

Select one of the following:

- AP — Combined Academic/Public Library
- CI — Municipal Government (city, town or village)
- CO — County/Parish
- MJ — Multi-jurisdictional
- NL — Native American Tribal Government
- NP — Non-profit Association or Agency
- SC — School District
- SL — State Library Agency
- SD — Special Library District (authority, board, commission)
- SP — Combined School Media Center/Public Library
- OT — Other

AP — Combined Academic/Public Library

Definition: A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

CI — Municipal Government (city, town or village)

Definition: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO — County/Parish

Definition: An organized local government authorized in a state's constitution and statutes and established to provide general government.

MJ — Multi-jurisdictional

Definition: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

NL — Native American Tribal Government

Definition: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP — Non-profit Association or Agency

Definition: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC — School District

Definition: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SL — State Library Agency

Definition: That agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public.

SD — Special Library District (authority, board, commission)

Definition: This is a district, authority, board or commission authorized by state law to provide library services.

SP — Combined School Media Center/Public Library

Definition: A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

OT — Other

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

- AO — Administrative Entity Only
- MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate
- MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate
- SO — Administrative Entity with a Single Direct Service Outlet

AO — Administrative Entity Only

Definition: An Administrative Entity that does not serve the public directly and has no direct service outlets but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are headquarters of systems, federations, or cooperative services.

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO — Administrative Entity with a Single Direct Service Outlet

Definition: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7D FSCS Public Library Definition **

Answer <Y>es or <N>o to the following question: Does this public library meet all the criteria of the FSCS public library definition?

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

08 Population of the Legal Service Area

Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e. g., a system, federation, or cooperative service), this number shall be zero.

09 Number of Central Libraries

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all administrative entities have a central library and some administrative entities have more than one central library.

10 Number of Branch Libraries

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

11 Number of Bookmobiles

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

12 Number of Books-by-Mail Only
(Automatic Display)

This is a count generated automatically by DECPLUS (Automatic Display) based on response to Outlet Type Code (See Data Element #9 on the Outlet file.)

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

13 ALA-MLS

Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

14 Total Librarians

Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechan-

ical or clerical aspect. This data element also includes ALA-MLS (Data Element #13).

15 All Other Paid Staff

Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

16 Total Paid Employees

Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15).

OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

17 Local Government Income

Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.

18 State Government Income

Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.

19 Federal Government Income

Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.

20 Other Income

Definition: This is all income other than that reported by Local, State, and Federal (Data Elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

21 Total Income

Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20).

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

22 Salaries & Wages Expenditures

Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

23 Employee Benefits Expenditures

Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits including Social

Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the public library budget should be reported.

- 24 Total Staff Expenditures
Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23).
- 25 Collection Expenditures *
Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc. It also includes operating expenditures for library materials in electronic format (Data Element #44).
- 26 Other Operating Expenditures *
Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25). It also includes operating expenditures for electronic access (Data Element #45).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.
- 27 Total Operating Expenditures
Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).
- 28 Capital Outlay
Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

LIBRARY COLLECTION

Note: Report physical units for items 29—33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit, e.g., two compact discs or two video cassettes, and are generally checked out as a unit, should be counted as one physical unit.

- 29 Book/Serial Volumes
Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.
- 30 Audio
Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio car-

tridges, audiodiscs, audioreels, talking books, and other sound recordings.

31 Film ***

No longer collected.

32 Video

Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

33 Subscriptions

Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues.

Note: Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

SERVICES

34 Unduplicated Hours

No longer collected

35 Public Service Hours per Year

Definition: This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only (data element #12). For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

36 Library Visits

Definition: This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

37 In-Library Use

No longer collected.

38 Reference Transactions

Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

INTER-LIBRARY LOANS

40 Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41 Received From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

CHILDREN'S SERVICES

42 Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

43 Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: Output Measures for Public Library Service to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

ELECTRONIC TECHNOLOGY

44 Operating Expenditures
For Library Materials in
Electronic Format **
(also include in #25)

Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into

the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note: These expenditures should also be included in Collection Expenditures (Data Element #25) on the Administrative Entity screen.

45 Operating Expenditures
for Electronic Access **
(also include in #26)

Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Other Operating Expenditures, item #26 on the administrative entity screen. Do NOT report capital expenditures for items in this category.

46 Number of Library Materials
in Electronic Format **

Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

47 Access to Electronic Services **

Answer <Y>es or <N>o to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided either in the library or by remote access to the library. Include resources owned or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do **not** include Internet access.

48 Access to Internet **

Answer <Y>es or <N>o to the following question: Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (Data Element #49). If the library does not have

access to the Internet, respond <N>o, and leave Data Element #49 blank.

49 Internet Use Code **

If the library has Internet access, is Internet used by (select one):

ST — library staff only
PI — patrons through a staff intermediary only
PE — patrons either directly or through a staff intermediary

* Definition of data element has been revised since the collection of fiscal year 1994 data.

** New data element as of fiscal year 1995 data collection.

*** Data element has been deleted as of fiscal year 1995 data collection.

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

Outlet Data Element Definitions

| # | Data Element Name | Data Element Definitions and Notes |
|----|-----------------------------|---|
| 01 | LIB ID (OPTIONAL) | Definition: This is the state-assigned identification code for the Outlet. |
| 1A | FSCS ID (Automatic Display) | Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet. |
| 02 | Name | Definition: This is the name of the Outlet. |
| 03 | Street Address | <p>Definition: This is the complete street address of the Outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p> |
| 04 | City | Definition: This is the city or town in which the Outlet is located. |
| 05 | County of the Outlet | Definition: This is the county in which the Outlet is located. |
| 06 | Zip1 | Definition: This is the standard five-digit postal zip code for the street address of the Outlet. |
| 07 | Zip2 | Definition: This is the four-digit postal zip code extension for the street address of the Outlet. |
| 08 | Phone | <p>Definition: This is the telephone number of the Outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p> |
| 09 | Outlet Type Code | <p>Definition: An outlet is a unit of an Administrative Entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM — Books-by-Mail Only BR — Branch Library BS — Bookmobile(s) CE — Central Library</p> <p>BM — Books-by-Mail Only</p> <p>Definition: A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.</p> |

BR — Branch Library

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

BS — Bookmobile(s)

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE — Central Library

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

- CC — Within the city limits of the central city of a Metropolitan Area.
- NC — Metropolitan Area, but not within central city limits.
- NO — Not in a Metropolitan Area.
- UK — Unknown

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

CC — Central City

Definition: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC — Metropolitan Area, but not within central city limits.

Definition: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with

a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Population of the Legal Service Area by Type of Outlet

Definition: This is the estimate of the portion of the service area population targeted for services by the outlet.

Select one of the following ranges:

- A — 1—999
- B — 1,000—2,499
- C — 2,500—4,999
- D — 5,000—9,999
- E — 10,000—24,999
- F — 25,000—49,999
- G — 50,000—99,999
- H — 100,000—249,999
- I — 250,000—499,999
- J — 500,000 or more
- U — Unknown

12 Number of Bookmobiles in the Bookmobile Outlet Record

Definition: The number of bookmobiles in the book mobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

Appendix H State Codes

| <u>Post Office State Code</u> | <u>State Name</u> | <u>FIPS Code</u> |
|-------------------------------|----------------------|------------------|
| AL | Alabama | 01 |
| AK | Alaska | 02 |
| AZ | Arizona | 04 |
| AR | Arkansas | 05 |
| CA | California | 06 |
| CO | Colorado | 08 |
| CT | Connecticut | 09 |
| DE | Delaware | 10 |
| DC | District of Columbia | 11 |
| FL | Florida | 12 |
| GA | Georgia | 13 |
| HI | Hawaii | 15 |
| ID | Idaho | 16 |
| IL | Illinois | 17 |
| IN | Indiana | 18 |
| IA | Iowa | 19 |
| KS | Kansas | 20 |
| KY | Kentucky | 21 |
| LA | Louisiana | 22 |
| ME | Maine | 23 |
| MD | Maryland | 24 |
| MA | Massachusetts | 25 |
| MI | Michigan | 26 |
| MN | Minnesota | 27 |
| MS | Mississippi | 28 |
| MO | Missouri | 29 |
| MT | Montana | 30 |
| NE | Nebraska | 31 |
| NV | Nevada | 32 |
| NH | New Hampshire | 33 |
| NJ | New Jersey | 34 |
| NM | New Mexico | 35 |
| NY | New York | 36 |
| NC | North Carolina | 37 |
| ND | North Dakota | 38 |
| OH | Ohio | 39 |
| OK | Oklahoma | 40 |
| OR | Oregon | 41 |
| PA | Pennsylvania | 42 |
| RI | Rhode Island | 44 |
| SC | South Carolina | 45 |
| SD | South Dakota | 46 |
| TN | Tennessee | 47 |
| TX | Texas | 48 |
| UT | Utah | 49 |
| VT | Vermont | 50 |
| VA | Virginia | 51 |
| WA | Washington | 53 |
| WV | West Virginia | 54 |
| WI | Wisconsin | 55 |
| WY | Wyoming | 56 |

APPENDIX I ERROR AND WARNING MESSAGES

Note that this appendix applies primarily to error and warning messages generated during the data import error/warning check process. On-screen error/warning messages (those seen while entering data via DECPLUS' keyboard data entry option) are similar, but not identical. This is because, during keyboard data entry, the entry of a '-2' (i.e., leaving a data element blank) is not permitted. During data import, DECPLUS cannot force the user to enter valid data—it can only warn the user about the 'blank data' condition. Thus the difference is that it is possible to *import* blank data, or '-2' with a warning, but during *keyboard data entry*, this is **not** possible. Either way, DECPLUS does not allow any data file to be submitted to NCES (option 'L—Save File to Send to NCES') if there are any data elements that contain a '-2'.

| NO. | ERROR MESSAGE | ERROR CONDITION(S) |
|-----|--|--|
| 00 | No LIB ID provided. DECPLUS will create one for you | This item has been left blank. DECPLUS will automatically assign a system generated LIB ID. |
| 01 | Library NAME is blank | NAME (Data Element #02 on the Administrative Entity screen or Outlet screen) has been left blank or is -2. |
| 02 | ADDRESS or CITY is blank | ADDRESS (Data Element #03 on the Administrative Entity screen or Outlet screen) or CITY (Data Element #04 on the Administrative Entity screen or Outlet screen) has been left blank or is -2. |
| 03 | ZIP1 is blank or not valid | ZIP1 (Data Element #05 on the Administrative Entity screen or Data Element #06 on the Outlet screen) has been left blank, is -2, or is not a valid 5-digit number. |
| 04 | ZIP2 (ZIP+4) is blank or not valid | ZIP2 (Data Element #06 on the Administrative Entity screen or Data Element #07 on the Outlet screen) has been left blank, is -2, or is not a valid 4-digit number. |
| 05 | PHONE number is blank or not valid | PHONE (Data Element #07 on the Administrative Entity screen or Data Element #08 on the Outlet screen) has been left blank, is -2, or is not a valid 10-digit number. |
| 06 | POPULATION OF LEGAL SERVICE AREA is less than or equal to 0. | POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) has been left blank, is -2, -1, or is 0. |
| 07 | No SERVICE OUTLETS are shown | The ADMINISTRATIVE STRUCTURE CODE (Data Element #07C on the Administrative Entity screen) equals 'MA', 'MO', or 'SO' and the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and NUMBER OF BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen) is 0. |
| 08 | No longer used. | No longer used. |
| 09 | ALA-MLS is blank | ALA-MLS librarians (Data Element #13 on the Administrative Entity screen) has been left blank or is -2. |
| 10 | TOTAL LIBRARIANS is blank | TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen) has been left blank or is -2. |
| 11 | OTHER PAID EMPLOYEES is blank | OTHER PAID EMPLOYEES (Data Element #15 on the Administrative Entity screen) has been left blank or is -2. |

| NO. | ERROR MESSAGE | ERROR CONDITION(S) |
|-----|---|---|
| 12 | TOTAL PAID EMPLOYEES is 0 or blank | TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) has been left blank, is -2, or is 0. |
| 13 | ALA-MLS is greater than TOTAL LIBRARIANS | The number of ALA-MLS librarians (Data Element #13 on the Administrative Entity screen) is greater than TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen). |
| 14 | LOCAL GOVERNMENT INCOME is blank | LOCAL GOVERNMENT INCOME (Data Element #17 on the Administrative Entity screen) has been left blank or is -2. |
| 15 | STATE GOVERNMENT INCOME is blank | STATE GOVERNMENT INCOME (Data Element #18 on the Administrative Entity screen) has been left blank or is -2. |
| 16 | FEDERAL GOVERNMENT INCOME is blank | FEDERAL GOVERNMENT INCOME (Data Element #19 on the Administrative Entity screen) has been left blank or is -2. |
| 17 | OTHER INCOME is blank | OTHER INCOME (Data Element #20 on the Administrative Entity screen) has been left blank or is -2. |
| 18 | TOTAL OPERATING INCOME is 0 or blank | TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) has been left blank, is -2, or is 0. If all of the four parts were entered, a total would have been automatically calculated. |
| 19 | TOTAL OPERATING INCOME is not equal to the sum of the parts | TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is not equal to the sum of LOCAL GOVERNMENT (Data Element #17 on the Administrative Entity screen), STATE GOVERNMENT (Data Element #18 on the Administrative Entity screen), FEDERAL GOVERNMENT (Data Element #19 on the Administrative Entity screen) and OTHER INCOME (Data Element #20 on the Administrative Entity screen). |
| 20 | No longer used. | No longer used. |
| 21 | SALARIES & WAGES is blank | SALARIES & WAGES (Data Element #22 on the Administrative Entity screen) has been left blank or is -2. |
| 22 | EMPLOYEE BENEFITS is blank | EMPLOYEE BENEFITS (Data Element #23 on the Administrative Entity screen) has been left blank or is -2. |
| 23 | TOTAL STAFF EXPENDITURES is 0 or blank | TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) has been left blank, is -2, or is 0. If both of the parts were entered, a total would have been automatically calculated. |
| 24 | TOTAL STAFF EXPENDITURES is not equal to the sum of the parts | TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is not equal to the sum of SALARIES & WAGES (Data Element #22 on the Administrative Entity screen) and EMPLOYEE BENEFITS (Data Element #23 on the Administrative Entity screen). |
| 25 | COLLECTION EXPENDITURES is blank | COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) has been left blank or is -2. |

| NO. | ERROR MESSAGE | ERROR CONDITION(S) |
|-----|---|--|
| 26 | OTHER OPERATING EXPENDITURES is blank | OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen) has been left blank or is -2. |
| 27 | TOTAL OPERATING EXPENDITURES is 0 or blank | TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) has been left blank, is -2, or is 0. If all of the parts were entered, a total would have been automatically calculated. |
| 28 | TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts | TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen), COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) and OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen). |
| 29 | TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP | TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen). |
| 30 | TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME | TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is less than 75% of TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen). |
| 31 | CAPITAL OUTLAY is blank | CAPITAL OUTLAY (Data Element #28 on the Administrative Entity screen) has been left blank or is -2. |
| 32 | BOOK/SERIAL VOLUMES is 0 or blank | BOOK/SERIAL VOLUMES (Data Element #29 on the Administrative Entity screen) has been left blank, is -2, or is 0. |
| 33 | AUDIO materials is blank | AUDIO (Data Element #30 on the Administrative Entity screen) has been left blank or is -2. |
| 34 | No longer used. | No longer used. |
| 35 | VIDEO materials is blank | VIDEO (Data Element #32 on the Administrative Entity screen) has been left blank or is -2. |
| 36 | Serial SUBSCRIPTIONS is blank | SUBSCRIPTIONS (Data Element #33 on the Administrative Entity screen) has been left blank or is -2. |
| 37 | Annual PUBLIC SERVICE HOURS is 0 or blank | PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) has been left blank, is -2, or is 0. |
| 38 | Average PUBLIC SERVICE HRS per outlet per week less than 10 | Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen). |

| NO. | ERROR MESSAGE | ERROR CONDITION(S) |
|-----|--|---|
| 39 | Average PUBLIC SERVICE HRS per outlet per week greater than 75 | Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen). |
| 40 | Annual LIBRARY VISITS in library is 0 or blank | LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) has been left blank, is -2, or is 0. |
| 41 | Annual REFERENCE TRANSACTIONS is blank | REFERENCE TRANSACTIONS (Data Element #38 on the Administrative Entity screen) has been left blank or is -2. |
| 42 | Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 1.0 | Annual REFERENCE TRANSACTIONS (Data Element #38 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is greater than 1.0. |
| 43 | TOTAL CIRCULATION transactions is 0 or blank | TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) has been left blank, is -2, or is 0. |
| 44 | TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0 | TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per POPULATION of LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is less than 1.0. |
| 45 | TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0 | TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is greater than 20.0. |
| 46 | TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5 | TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is less than 0.5. |
| 47 | TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0 | TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is greater than 6.0. |
| 48 | Inter-library loans PROVIDED TO other libraries is blank | PROVIDED TO (Data Element #40 on the Administrative Entity screen) has been left blank or is -2. |
| 49 | Inter-library loans RECEIVED FROM other libraries is blank | RECEIVED FROM (Data Element #41 on the Administrative Entity screen) has been left blank or is -2. |
| 50 | A negative number less than -2 is not acceptable | A numeric entry of less than -2 is not valid. As previously stated, -1 is used to denote not collected, not available or not reported, and -2 represents a blank entry. |
| 51 | An invalid number or character was used, so the record was not imported. | An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary. |

| NO. | ERROR MESSAGE | ERROR CONDITION(S) |
|-----|---|---|
| 52 | INTERLIBRARY RELATIONSHIP CODE is blank or not valid. | INTERLIBRARY RELATIONSHIP CODE (Data Element #7A on the Administrative Entity screen) has been left blank, is -2, or is not a valid code. |
| 53 | LEGAL BASIS CODE is blank or not valid. | LEGAL BASIS CODE (Data Element #7B on the Administrative Entity screen) has been left blank, is -2, or is not a valid code. |
| 54 | COUNTY is blank. | COUNTY (Data Element #4A on the Administrative Entity screen or Data Element #05 on the Outlet screen) has been left blank or is -2. |
| 55 | OUTLET TYPE CODE is blank or not valid. | OUTLET TYPE CODE (Data Element #09 on the Outlet screen) has been left blank or is not a valid code. |
| 56 | OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0 | The Outlet file record has 'BS' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) and NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) is blank, is -2, or is 0. |
| 57 | Data out of range --> See Historical Data Check Criteria | The change in your data for a particular data element from last year to this year has been determined to be out of an acceptable range. See Appendix H, Historical Data Check Criteria, for more information. |
| 58 | METROPOLITAN STATUS CODE is blank or not valid | METROPOLITAN STATUS CODE (Data Element #10 on the Outlet screen) has been left blank or is not a valid code. |
| 59 | POPULATION OF THE LEGAL SERVICE AREA BY OUTLET is blank or not valid | POPULATION OF THE LEGAL SERVICE AREA BY OUTLET (Data Element #11 on the Outlet screen) has been left blank or is not a valid code. |

| NO. | ERROR MESSAGE | ERROR CONDITION(S) |
|----------|--|---|
| 60 ** | Invalid Structure Change, --> See Structure Change Error Messages | <p>Because an invalid structure change was used, the record was canceled during import. Please correct the problem and re-import if necessary.</p> <p>Structure change errors are as follows:</p> <p>** <u>STRUCTURE CHANGE ERROR MESSAGES</u></p> <p>AA Merge records canceled by user</p> <p>BB Deleted records could not be found to restore</p> <p>CC Restore administrative entity canceled by user.</p> <p>DD Change from outlet to administrative entity import record canceled by user</p> <p>EE Record canceled by user during import</p> <p>FF Add new outlet import record canceled by user</p> <p>GG Change from administrative entity to an outlet canceled by user</p> <p>HH Reconcile all outlets before administrative entity can change to a outlet</p> <p>II User selected the same admin. entity for the new outlet as the record changing</p> <p>JJ Reconcile all outlets before administrative entity can change to a outlet</p> <p>KK Restore outlet record canceled by user</p> <p>LL Cannot restore outlet, the administrative entity not found!</p> <p>MM Record canceled by user during import</p> <p>NN Outlet import record should be in the administrative entity import file</p> <p>OO Duplicate record, thus FSCS ID# has already been used</p> |
| 61 | ADMINISTRATIVE STRUCTURE CODE is blank or not valid | ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) has been left blank, or is not a valid code. |
| 62 | NUMBER OF CENTRALS is not equal to the number of central outlet records | NUMBER OF CENTRALS (Data Element #9 on the Administrative Entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (Data Element #9 on the Outlet screen). |
| 63 | NUMBER OF BRANCHES is not equal to the number of branch outlet records | NUMBER OF BRANCHES (Data Element #10 on the Administrative Entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (Data Element #9 on the Outlet screen). |
| 64 | NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS' | NUMBER OF BOOKMOBILES (Data Element #11 on the Administrative Entity screen) is not equal to the NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) in Outlet records coded as 'BS' OUTLET TYPE CODE (Data Element #9 on the Outlet screen). |
| 65 | TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS | TOTAL CIRCULATION (Data Element #39 on the Administrative Entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (Data Element #42 on the Administrative Entity screen). |

| NO. | ERROR MESSAGE | ERROR CONDITION(S) |
|-----|--|---|
| 66 | Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE | LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (Data Element #43 on the Administrative Entity screen). |
| 67 | Outlet is not connected to an administrative entity | No Administrative Entity record with this outlet's FSCS ID can be found. |
| 68 | ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1 | ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is 'SO' and total number of service outlets (Data Elements #9, 10, 11, and 12 on the Administrative Entity screen) is not equal to 1. |
| 69 | ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1 | The ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is 'MA' or 'MO' and the total number of service outlets (Data Elements #9, 10, 11, and 12 on the Administrative Entity screen) is less than or equal to 1. |
| 70 | TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES | TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) equals 0. |
| 71 | TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES | TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) equals 0. |
| 72 | OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is greater than 0 | Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) and NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) is greater than zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) must be created and the NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) must be reported with this outlet. |
| 73 | OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS | OFFICIAL STATE TOTAL POPULATION ESTIMATE (Data Element #5 on the State Characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (Data Element #5A on the State Characteristics screen) |
| 74 | TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA | TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (Data Element #5A on the State Characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen). |

| NO. | ERROR MESSAGE | ERROR CONDITION(S) |
|-----|--|--|
| 75 | MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than or equal to COLLECTION EXPENDITURES. | MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (Data Element #44 on the Administrative Entity screen) is greater than or equal to COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen). |
| 76 | ELECTRONIC ACCESS EXPENDITURES is greater than OTHER OPERATING EXPENDITURES. | ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) is greater than OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen). |
| 77 | ELECTRONIC SERVICES ACCESS but no ELECTRONIC ACCESS EXPENDITURES. | ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) are less than or equal to 0 but ELECTRONIC SERVICES ACCESS (Data Element #47 on the Administrative Entity screen) is Yes. |
| 78 | ELECTRONIC ACCESS EXPENDITURES but no ELECTRONIC SERVICES ACCESS. | ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) are greater than 0 but ELECTRONIC SERVICES ACCESS (Data Element #47 on the Administrative Entity screen) is No, blank, or invalid. |
| 79 | INTERNET ACCESS but no ELECTRONIC ACCESS EXPENDITURES. | ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) are less than or equal to 0 but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is Yes. |
| 80 | INTERNET ACCESS but INTERNET USE CODE is blank or not valid. | INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) has been left blank or is not a valid code but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is Yes. |
| 81 | INTERNET USE CODE is valid but no INTERNET ACCESS. | INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) is a valid code but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is No, blank, or invalid. |
| 82 | FSCS PUBLIC LIBRARY but no TOTAL STAFF EXPENDITURES. | FSCS PUBLIC LIBRARY (Data Element #7D on the Administrative Entity screen) is Yes but TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is less than or equal to 0. |
| 83 | FSCS PUBLIC LIBRARY is blank or not valid. | FSCS PUBLIC LIBRARY (Data Element #7D on the Administrative Entity screen) has been left blank or is not a valid code. |

HISTORICAL DATA CHECK CRITERIA

Error 57: (Note: All historical data errors are listed in the Error Report as Error 57, followed by the specific data element that is triggering the error. Example: Error 57: data element #17. Local Government)

| # | DATA ELEMENT | ACCEPTABLE RANGE (Inclusive) |
|----|----------------------------------|--|
| 08 | Population of Legal Service Area | +25% to -10% |
| 09 | Number of Centrals | ±1 |
| 10 | Number of Branches | ±2 or ±15% |
| 11 | Number of Bookmobiles | ±2 or ±15% |
| 12 | Other Outlets | No longer collected |
| 13 | ALA-MLS | ±2 or ±30% |
| 14 | Total Librarians | ±2 or ±30% |
| 15 | All Other Paid Staff | ±2 or ±30% |
| 16 | Total Paid Employees | ±2 or ±30% |
| 17 | Local Government | ±\$5,000 or +25% to -10% |
| 18 | State Government | ±\$500 or ±40% |
| 19 | Federal Government | No criterion |
| 20 | Other Income | No criterion |
| 21 | Total Income | ±\$5,000 or +25% to -10% |
| 22 | Salary & Wages Exp | ±\$2,000 or ±20% if within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion |
| 23 | Employee Benefits | ±\$1,000 or ±20% if within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion |
| 24 | Total Staff Exp | ±\$2,000 or ±20% if within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion |
| 25 | Collection Exp | ±\$5,000 or +30% to -15% |
| 26 | Other Operating Exp | ±\$5,000 or +40% to -10% |
| 27 | Total Operating Exp | ±\$5,000 or +30% to -10% |
| 28 | Capital Outlay | No criterion |
| 29 | Book/Serial Volumes | ±1,000 or +15% to -5% |
| 30 | Audio | ±100 or +40% to -10% |
| 31 | Films | No longer collected. |
| 32 | Video | ±100 or +75% to -10% |
| 33 | Subscriptions | ±20 or +30% to -10% |
| 34 | Unduplicated Hrs | No longer collected |

| # | DATA ELEMENT | ACCEPTABLE RANGE (Inclusive) |
|----|------------------------|------------------------------------|
| 35 | Public Service Hrs/Yr | No criterion |
| 36 | Library Visits | No criterion |
| 37 | In-library Use | No longer collected |
| 38 | Reference Transactions | No criterion |
| 39 | Total Circulation | $\pm 5,000$ or +25% to -10% |
| 40 | Provided To | No criterion |
| 41 | Received From | No Criterion |
| 42 | Children's Circulation | $\pm 5,000$ or +50% to -30% |

Appendix K States with Overlapping Population of Legal Service Areas

Alabama
Arizona
California
Colorado
Connecticut
Florida
Idaho
Indiana
Iowa
Louisiana
Maine
Massachusetts
Michigan
Mississippi
Montana
Nebraska
New Hampshire
New Jersey
New York
North Dakota
Oklahoma
Pennsylvania
Rhode Island
South Carolina
South Dakota
Tennessee
Vermont
Virginia

Appendix J- Libraries with No Central Outlet and Libraries with More Than One Central Outlet

Libraries with No Central Outlet:

| OBS | FSCS ID# | LIBRARY NAME | Total | Centrals | Branches | Bookmobiles |
|-----|-------------|---------------------------------------|-------|----------|----------|-------------|
| 1 | AL0010 | Cheaha Regional Library | 2 | 0 | 0 | 2 |
| 2 | AL0036 | Cross Trails Regional Library | 0 | 0 | 0 | 0 |
| 3 | AL0048 | Horseshoe Bend Regional Library | 2 | 0 | 0 | 2 |
| 4 | AL0065 | Northwest Regional Library | 1 | 0 | 0 | 1 |
| 5 | AL0113 | Escambia Co. Coop. Library System | 0 | 0 | 0 | 0 |
| 6 | AL0120 | Marengo Library System | 1 | 0 | 0 | 1 |
| 7 | AL0123 | Marshall County Cooperative Library | 1 | 0 | 0 | 1 |
| 8 | AL0128 | Harrison Regional Library System | 0 | 0 | 0 | 0 |
| 9 | AL0183 | Clarke County Library Dev. Board | 0 | 0 | 0 | 0 |
| 10 | CA0062 | County of Los Angeles Public Library | 88 | 0 | 85 | 3 |
| 11 | CA0073 | Monterey County Free Libraries | 17 | 0 | 15 | 2 |
| 12 | CA0079 | Nevada County Library | 4 | 0 | 4 | 0 |
| 13 | CA0084 | Orange County Public Library | 28 | 0 | 28 | 0 |
| 14 | CA0109 | San Bernardino County Library | 29 | 0 | 27 | 2 |
| 15 | CA0112 | San Diego County Library | 33 | 0 | 31 | 2 |
| 16 | CA0120 | San Mateo County Library | 13 | 0 | 12 | 1 |
| 17 | CA0126 | Santa Clara County Library | 11 | 0 | 9 | 2 |
| 18 | CA0157 | Yolo County Library | 8 | 0 | 7 | 1 |
| 19 | CO0060 | JEFFERSON CO PL | 11 | 0 | 10 | 1 |
| 20 | CO0071 | LINCOLN CO BOOKMOBILE | 1 | 0 | 0 | 1 |
| 21 | CO0076 | LOWER ARKANSAS VALLEY RL BOOKMOBILE | 1 | 0 | 0 | 1 |
| 22 | CO0086 | NE COLO BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 23 | CO0103 | SOUTH ROUTT LD | 4 | 0 | 4 | 0 |
| 24 | CO0107 | SOUTH TELLER CO S/PLD | 2 | 0 | 2 | 0 |
| 25 | DE0030 | SUSSEX COUNTY BOOKMOBILE | 1 | 0 | 0 | 1 |
| 26 | DE0032 | KENT COUNTY DEPARTMENT OF LIBRARIES | 1 | 0 | 0 | 1 |
| 27 | FL0095 | Seminole County Public Library System | 5 | 0 | 5 | 0 |
| 28 | FL0099 | Volusia County Public Library | 15 | 0 | 14 | 1 |
| 29 | FL0146 | SUMTER COUNTY PUBLIC LIBRARY SYSTEM | 5 | 0 | 5 | 0 |
| 30 | GA0025 | GWINNETT-FORSYTH REGIONAL LIBRARY | 10 | 0 | 10 | 0 |
| 31 | GA0035 | Uncle Remus Regional Library System | 8 | 0 | 8 | 0 |
| 32 | ID0062 | JEFFERSON DISTRICT | 3 | 0 | 3 | 0 |
| 33 | ID0112 | BENEWAH DISTRICT [TRI-COMMUNITY] | 1 | 0 | 1 | 0 |
| 34 | ID0120 | KOOTENAI COUNTY DISTRICT | 6 | 0 | 5 | 1 |
| 35 | MD0002 | ANNAPOLIS AND ANNE ARUNDE | 15 | 0 | 15 | 0 |
| 36 | MD0004 | BALTIMORE COUNTY PUBLIC LIBRARY | 15 | 0 | 15 | 0 |
| 37 | MD0007 | CARROLL COUNTY LIBRARY | 8 | 0 | 5 | 3 |
| 38 | MD0009 | CHARLES COUNTY PUBLIC LIB | 3 | 0 | 3 | 0 |
| 39 | MD0013 | HARFORD COUNTY LIBRARY | 10 | 0 | 10 | 0 |
| 40 | MD0016 | MONTGOMERY CNTY DEPT. OF | 23 | 0 | 22 | 1 |
| 41 | MD0017 | PRINCE GEORGE'S COUNTY ME | 20 | 0 | 20 | 0 |
| 42 | MN0001 | ARROWHEAD LIBRARY SYSTEM | 1 | 0 | 0 | 1 |
| 43 | MN0033 | KITCHIGAMI REGIONAL LIBRARY | 10 | 0 | 9 | 1 |
| 44 | MN0035 | ANOKA COUNTY LIBRARY | 11 | 0 | 11 | 0 |
| 45 | MN0038 | CARVER COUNTY LIBRARY SYSTEM | 5 | 0 | 5 | 0 |
| 46 | MN0039 | DAKOTA COUNTY LIBRARY | 7 | 0 | 6 | 1 |
| 47 | MN0041 | HENNEPIN COUNTY | 28 | 0 | 26 | 2 |
| 48 | MN0043 | RAMSEY COUNTY PUBLIC LIBRARY | 7 | 0 | 7 | 0 |
| 49 | MN0045 | SCOTT COUNTY LIBRARY SYSTEM | 7 | 0 | 7 | 0 |
| 50 | MN0046 | WASHINGTON COUNTY LIBRARY | 9 | 0 | 9 | 0 |

| | | | | | | |
|-----|--------|--|----|---|----|---|
| 51 | MN0068 | SELCO | 2 | 0 | 0 | 2 |
| 52 | MN0109 | VIKING LIBRARY SYSTEM | 2 | 0 | 0 | 2 |
| 53 | MO0035 | Saint Charles City-County Library District | 10 | 0 | 9 | 1 |
| 54 | MO0147 | Jefferson County Library | 2 | 0 | 2 | 0 |
| 55 | NE0272 | Overton Community Library | 0 | 0 | 0 | 0 |
| 56 | NC0001 | Albemarle Regional Library | 7 | 0 | 7 | 0 |
| 57 | NC0002 | APPALACHIAN REGIONAL LIBRARY | 5 | 0 | 5 | 0 |
| 58 | NC0003 | Avery-Mitchell-Yancey Regional Library | 5 | 0 | 4 | 1 |
| 59 | NC0005 | Central North Carolina Regional Library | 8 | 0 | 7 | 1 |
| 60 | NC0006 | Craven-Pamlico-Carteret Regional Library | 10 | 0 | 8 | 2 |
| 61 | NC0007 | East Albemarle Regional Library | 7 | 0 | 5 | 2 |
| 62 | NC0008 | Fontana Regional Library | 6 | 0 | 5 | 1 |
| 63 | NC0009 | Gaston-Lincoln Regional Library | 11 | 0 | 10 | 1 |
| 64 | NC0010 | Hyconeechee Regional Library | 6 | 0 | 4 | 2 |
| 65 | NC0011 | Nantahala Regional Library | 5 | 0 | 4 | 1 |
| 66 | NC0012 | Neuse Regional Library | 8 | 0 | 8 | 0 |
| 67 | NC0013 | Northwestern Regional Library | 13 | 0 | 12 | 1 |
| 68 | NC0014 | Pettigrew Regional Library | 4 | 0 | 4 | 0 |
| 69 | NC0015 | Sandhill Regional Library System | 16 | 0 | 14 | 2 |
| 70 | NC0018 | Brunswick County Library | 4 | 0 | 4 | 0 |
| 71 | NC0054 | Rockingham County Public Library | 7 | 0 | 6 | 1 |
| 72 | NC0063 | Wake County Department of Library | 17 | 0 | 15 | 2 |
| 73 | ND0078 | Sioux County Library | 1 | 0 | 0 | 1 |
| 74 | OH0018 | CLERMONT COUNTY PUBLIC LIBRARY | 9 | 0 | 9 | 0 |
| 75 | OH0046 | GEAUGA COUNTY PUBLIC LIBRARY | 7 | 0 | 6 | 1 |
| 76 | OH0052 | CUYAHOGA COUNTY PUBLIC LIBRARY | 28 | 0 | 28 | 0 |
| 77 | OH0099 | SOUTHWEST PUBLIC LIBRARIES | 3 | 0 | 2 | 1 |
| 78 | OH0242 | WILLOUGHBY-EASTLAKE PUBLIC LIBRARY | 3 | 0 | 3 | 0 |
| 79 | UT0001 | BEAVER CO. BOOKMOBILE SERVICE | 2 | 0 | 0 | 2 |
| 80 | UT0005 | BOX ELDER CO. BOOKMOBILE SERVICE | 3 | 0 | 1 | 2 |
| 81 | UT0009 | CACHE CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 82 | UT0015 | CARBON CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 83 | UT0018 | DAGGETT CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 84 | UT0022 | EMERY COUNTY LIBRARY | 8 | 0 | 8 | 0 |
| 85 | UT0025 | IRON CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 86 | UT0028 | JUAB CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 87 | UT0030 | KANE CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 88 | UT0032 | MILLARD CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 89 | UT0036 | PIUTE CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 90 | UT0037 | RICH CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 91 | UT0038 | SANPETE CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 92 | UT0043 | SEVIER CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 93 | UT0049 | SALT LAKE COUNTY LIBRARY SYSTEM | 16 | 0 | 16 | 0 |
| 94 | UT0050 | SAN JUAN COUNTY LIBRARY | 3 | 0 | 2 | 1 |
| 95 | UT0051 | SUMMIT CO. BOOKMOBILE SERVICE | 4 | 0 | 3 | 1 |
| 96 | UT0053 | TOOELE CO. BOOKMOBILE SERVICE | 2 | 0 | 1 | 1 |
| 97 | UT0056 | UTAH CO. BOOKMOBILE SERVICE | 2 | 0 | 0 | 2 |
| 98 | UT0068 | WAYNE CO. BOOKMOBILE SERVICE | 1 | 0 | 0 | 1 |
| 99 | VA0026 | Fairfax County Public Library | 23 | 0 | 23 | 0 |
| 100 | VA0036 | Henrico County Public Library | 10 | 0 | 9 | 1 |
| 101 | VA0044 | Loudoun County Public Library | 7 | 0 | 6 | 1 |
| 102 | VA0053 | Newport News Public Library System | 6 | 0 | 5 | 1 |
| 103 | VA0057 | Pamunkey Regional Library | 9 | 0 | 8 | 1 |
| 104 | VA0064 | Prince William Public Library | 10 | 0 | 10 | 0 |
| 105 | VA0078 | Southside Regional Library | 6 | 0 | 6 | 0 |
| 106 | VA0091 | Central Virginia Regional Library | 2 | 0 | 2 | 0 |
| 107 | WA0047 | Walla Walla County Library | 2 | 0 | 2 | 0 |
| 108 | WA0057 | Whatcom County Rural Library District | 11 | 0 | 10 | 1 |

| OBS | FSCS ID# | LIBRARY NAME | Total | Centrals | Branches | Bookmobiles |
|-----|-------------|--------------------------------------|-------|----------|----------|-------------|
| 109 | WA0059 | King County Library System | 40 | 0 | 38 | 2 |
| 110 | WA0061 | Mid-Columbia Library | 11 | 0 | 10 | 1 |
| 111 | WA0063 | Pierce County Rural Library District | 18 | 0 | 16 | 2 |
| 112 | WA0065 | Sno-Isle Regional Library | 22 | 0 | 18 | 4 |
| 113 | WA0066 | Spokane County Library District | 9 | 0 | 9 | 0 |
| 114 | WA0069 | Timberland Regional Library | 27 | 0 | 27 | 0 |
| 115 | WI0148 | Kenosha Public Library | 5 | 0 | 4 | 1 |
| 116 | WI0153 | Kimberly-Little Chute Public Library | 2 | 0 | 2 | 0 |
| 117 | WI0371 | Oneida County Mailbox Library | 0 | 0 | 0 | 0 |
| 118 | WI0390 | La Crosse County Library | 5 | 0 | 5 | 0 |
| 119 | WI0393 | Dane County Library Service | 1 | 0 | 0 | 1 |
| 120 | WI0398 | PRICE COUNTY LIBRARY | 0 | 0 | 0 | 0 |
| | | | ===== | ===== | ===== | ===== |
| | | | 976 | 0 | 877 | 99 |

Libraries with More Than One Central Outlet:

| OBS | FSCS ID# | LIBRARY NAME | Total | Centrals | Branches | Bookmobiles |
|-----|-------------|--|-------|----------|----------|-------------|
| 1 | AZ0002 | Flagstaff City/Coconino County Library Dist. | 10 | 7 | 1 | 2 |
| 2 | AZ0009 | Cochise County Library District | 14 | 7 | 5 | 2 |
| 3 | AZ0026 | Safford City - Graham County Library | 2 | 2 | 0 | 0 |
| 4 | AZ0050 | Pinal County Library District | 14 | 14 | 0 | 0 |
| 5 | AZ0067 | Yavapai County Library District | 17 | 17 | 0 | 0 |
| 6 | AZ0102 | GILA COUNTY LIBRARY DISTRICT | 8 | 8 | 0 | 0 |
| 7 | AR0040 | MISSISSIPPI\CRITTENDEN COUNTY REG. LIBRARY | 12 | 2 | 10 | 0 |
| 8 | FL0039 | Lake County Library System | 5 | 5 | 0 | 0 |
| 9 | FL0127 | Pinellas Public Library Cooperative | 23 | 13 | 10 | 0 |
| 10 | FL0135 | WILDERNESS COAST PUBLIC LIBRARIES | 6 | 3 | 1 | 2 |
| 11 | FL0136 | PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM | 11 | 4 | 6 | 1 |
| 12 | NV0008 | Las Vegas-Clark County District Library | 25 | 3 | 22 | 0 |
| 13 | NV0027 | ESMERALDA COUNTY LIBRARY | 3 | 3 | 0 | 0 |
| 14 | OR0135 | Oregon Trail Library District | 2 | 2 | 0 | 0 |
| | | | ===== | ===== | ===== | ===== |
| | | | 152 | 90 | 55 | 7 |

Appendix L Imputation Flags and Definitions

- 0 if the variable is not imputed;
- 1 if Method 1 (mean growth rate) is used with 1994 data;
- 2 if Method 1 is used with 1993 data;
- 3 if Method 2 (hot-deck growth rate) is used with 1994 data;
- 4 if Method 2 is used with 1993 data;
- 5 if adjusted cell mean is used (i.e., population of legal service area > 0);
- 6 if unadjusted cell mean is used (i.e., population of legal service area <= 0);
- 7 if for library visits, there is no prior year data, we used the ratio of 1995 total library visits to total duplicated population for the respondents in the imputation cell, and multiplied the ratio by the nonrespondent's 1995 population value;
- 8 for children's program attendance, we used the ratio of the nonrespondent's 1994 children's program attendance to library visits and multiplied the ratio by the nonrespondent's 1995 library visits. Likewise, for children's circulation, we used the ratio of the nonrespondent's 1994 children's circulation to total circulation and multiply the ratio by the nonrespondent's 1995 total circulation;
- 9 for children's program attendance, we use the ratio of the nonrespondent's 1993 children's program attendance to library visits and multiply the ratio by the nonrespondent's 1995 library visits. Likewise, for children's circulation, we use the ratio of the nonrespondent's 1993 children's circulation to total circulation and multiply the ratio by the nonrespondent's 1995 total circulation;
- 10 if, for children's program attendance, we have no prior year data, we used the ratio of 1995 total children's program attendance to total library visits for the respondents in the imputation cell, and multiplied the ratio by the nonrespondent's 1995 library visits. Likewise, for children's circulation, we used the ratio of 1995 total children's circulation to total circulation for the respondents in the imputation cell, and multiplied the ratio by the nonrespondent's 1995 total circulation;
- 11 if, for a derived variable, the variable is imputed;
- 12 if, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1994 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1995 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1994 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1995 children's circulation;
- 13 if, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1993 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1995 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1993 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1995 children's circulation;
- 14 if, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), and, in addition, we have no prior year data, we used the ratio of 1995 total library visits to total children's program attendance for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1995 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, we used the ratio of 1995 total circulation to total children's circulation for the respondents in the imputation cell and multiplied the ratio by the respondent's 1995 children's circulation.